

9.2 Posting a Pending Item Group

Purpose: Post a Pending Item Group using ctcLink.

Audience: Accounts Receivable staff

 You must have at least one of these local college managed security roles:

- ZZ AR Item Entry

You must also set these User Preference Definitions:

- [User Preferences: Accounts Receivable](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Posting a Pending Item Group

Navigation: NavBar > Navigator > Accounts Receivable > Pending Items > Online Items > Group Entry

1. On the **Group Entry** search page, select the **Find an Existing Value** tab.
2. Enter or look up **Group Unit**.
3. Select **Search**. If there are multiple **Group IDs**, search results will display at the bottom of the page.

Group Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Group Unit =

Group ID begins with

User ID begins with

Assigned Operator ID begins with

Origin ID begins with

Entered Date =

Posting Status =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- On the **Group Entry** search page, in the **Search Results** section, select the desired **Group ID**. The **Group Entry** page will display for that **Group ID**.

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Group Unit =

Group ID begins with

User ID begins with

Assigned Operator ID begins with

Origin ID begins with

Entered Date =

Posting Status =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-3 of 3

Group Unit	Group ID	User ID	Assigned Operator ID	Origin ID	Entered Date	Posting Status	Posted Date
WA220	3674	CTC_BRAMIREZ	CTC_BRAMIREZ	OBILL	02/27/2019	Not Posted	(blank)
WA220	3675	CTC_BRAMIREZ	CTC_BRAMIREZ	OBILL	02/27/2019	Not Posted	(blank)
WA220	3676	CTC_MMEDER	CTC_MMEDER	OBILL	03/26/2019	Not Posted	(blank)

[Find an Existing Value](#) | [Add a New Value](#)

- On the **Group Entry** page, once the group entry(ies) are fully reviewed and ready to post, select the **Group Action** tab. The **Group Action** tab will display.

Note: There will be several actions to choose from: Group Actions, Posting Action, and Accounting Entry Actions

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | **Group Action**

Group Unit WA220 Group ID 3674 [View Audit Log](#)

*Accounting Date 02/27/2019

*Group Type B Billing

*Origin ID OBILL OnlineBill

Currency Control USD *Format USD

Control Totals

Control	100.00	*Count	2
Entered	100.00	Count	2
Difference	0.00	Count	0
Posted	0.00	Count	0

Control Data

*Received 02/27/2019 *Entered 02/27/2019

Posted

Assign CTC_BRAM User CTC_BRAMIREZ

Group Status

Edit Status	Edited	Accounting Entries	Balanced
Balanced	Yes	Posting Action	Do Not Post
Posting Status	Not Posted		

Save Return to Search Previous in List Next in List Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

6. On the **Group Action** tab, select **Balance**.

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | **Group Action**

Group Unit WA220 Group ID 3674

Entered 02/27/2019 Status Do Not Post [Cash Drawer Receipt](#)

Group Actions

Balance

Delete Group

Posting Action

Action: Do Not Post OK

Accounting Entry Actions

Create Entries

Delete Entries

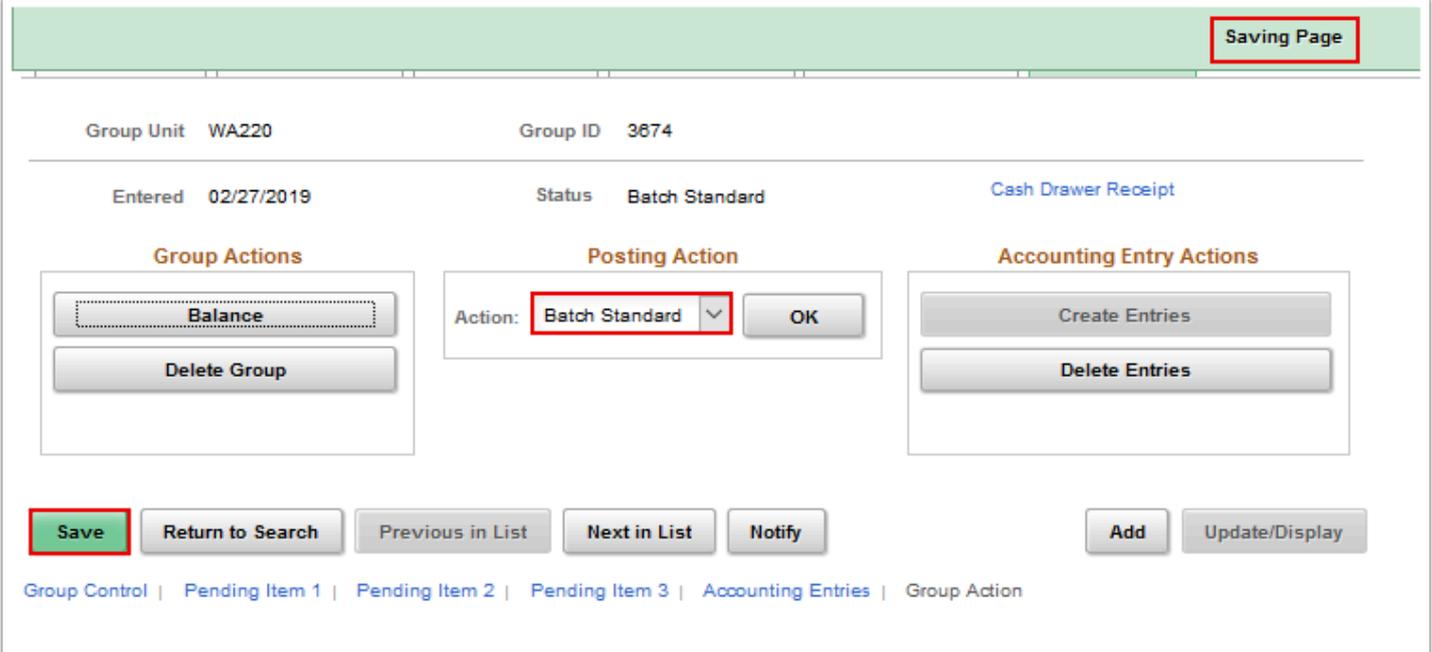
Save Return to Search Previous in List Next in List Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

7. A banner will display indicating that the balancing of the Group Entry(ies) have been saved.

8. Select the appropriate **Posting Action** for the Group Entry(ies). The typical selection will be "Batch Standard".
9. Select **Save** and you will have successfully posted Group Entry(ies).

 Note: When AR update runs, the entries will be posted to the Customer's Account.



Saving Page

Group Unit WA220 Group ID 3674

Entered 02/27/2019 Status Batch Standard Cash Drawer Receipt

Group Actions

Balance
Delete Group

Posting Action

Action: Batch Standard OK

Accounting Entry Actions

Create Entries
Delete Entries

Save Return to Search Previous in List Next in List Notify Add Update/Display

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

10. Process complete.